Guide 68

Retrospective Facility Licensing

October 2000

Alberta Energy and Utilities Board

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Introduction

1 When to Use This Guide

The purpose of this guide is twofold.

- to help oil, bitumen, and gas production and injection facility owners meet the requirements of *ID 2000-10* by ensuring that existing facilities are licensed and that EUB records correctly reflect current facility ownership, and
- to provide detailed information on the EUB's Retrospective Facility Licensing Program.

Facilities That Require a Licence

With the exception of pump and compressor stations that have been licensed under the Pipeline Act, any facility that is required to be licensed in accordance with the October 2000 version of *Guide 56: Energy Development Application Guide* is included within the Retrospective Facility Licensing Program. The program applies to all facilities regardless of their operational status: approved but not constructed, operating, inactive, abandoned, reclaimed (certified or exempt), as explained on page 21 of this guide. Note that no licences will be issued for facility sites that have been reclaimed at the time of retrospective licensing.

Facility types requiring licensing are listed in Table 1. Facility types that previously did not require EUB approval under *Guide 56* but now require licensing are shown in bold.

Table 1

Category	Name	Type	Description
B	Sweet facilities <0.01 mol/kmol H_2S in Inlet	01	Gas processing/fractionating facility
		02	Gas battery - multiwell
		03	Oil/bitumen battery - multiwell
		04	Compressor station
		05	Pump station
		06	Tank Farm/oil loading and unloading terminal
		07	Oil/bitumen satellite
		08	Custom treating plant
		09	Injection /disposal facility
		20	Straddle plants
C	Sour facilities <1t/d Sulphur Inlet	30	Gas processing/fractionating facility
		31	Gas battery – single or multiwell
		32	Oil/bitumen battery – single well
		33	Oil/bitumen battery - multiwell
		34	Compressor station
		35	Oil/bitumen battery - satellite
D	Sour facilities ≥ 1t/day Sulphur Inlet	39	Oil/bitumen battery - satellite
		40	Gas processing/fractionating facility
		41	Gas battery – single or multiwell
		42	Oil/bitumen battery – single well
		43	Oil/bitumen battery - multiwell
		44	Compressor station
E	Sulphur Recovery	60	Gas processing /fractionating facility

Facilities That Do Not Require a Licence

The following upstream oil and gas facility types are NOT required to be licensed under *Guide 56* and are not included within the Retrospective Facility Licensing Program:

- Oil sands processing plants—as defined by the Oil Sands Conservation Regulations, these will continue to be approved pursuant to those regulations through the EUB Resource Applications Group and will not be licensed

- Oilfield waste management facilities—these will continue to be approved pursuant to *Guide 58* through the EUB's Operations Group and will not be licensed. Operators are reminded that the receipt of oilfield waste from outside of a facility's production system (an interconnected system of upstream production facilities having the same licensee or approval holder) for consolidation and transfer or for on-site storage or management is not permitted unless the facility is approved as an oilfield waste management facility. For further information, contact the EUB's Operations Group at (403) 297-6952.

- Single-well production sites (oil, bitumen, or gas) where the H_2S content is <0.01 mol/kmol (10 ppm), where there is no compression and/or gas processing, and where there is no addition of an injection/disposal component—these will be administered through their associated well licences.
- Loading racks
- Meter regulator stations
- Regulator stations
- Meter stations
- Well site dehydrators where the H_2S content is <0.01 mol/kmol (10 ppm)
- Indirectly fired heater coils for pipeline service (pipeline line heaters)
- Compressor stations and pump stations with a combined total on-site wattage less than 75 kW
- <21-day portable compressors for the conservation of well test gas as an alternative to flaring

Definitions

The following definitions may be used to correctly identify and classify facilities requiring licensing for the first time. The October 2000 edition *of Guide 56: Energy Development Application Guide* provides a more complete set of definitions. Unresolved questions may be directed to the Facilities Application Group's help line at (403) 297-4369.

- Custom treating plant— a system or arrangement of tanks and other surface equipment receiving oil/water emulsion exclusively by truck for separation prior to delivery to market or other disposition.
- Injection/disposal facility—a system or arrangement of surface equipment associated with the injection or disposal of any substance through one or more wells. (Operators are reminded that stand-alone waste disposal wells (class 1a and 1b) with associated surface facilities must have the associated surface facilities approved pursuant to EUB *Guide 58* through the EUB's Operations Group. Additional information on the approval of waste disposal wells and their associated facilities is contained in *Guide 58* and *ID 2000-3*).

- Oil loading and unloading terminal—a system or arrangement of tanks and other surface equipment receiving crude oil by truck for the purpose of delivering crude oil into a pipeline.

- Oil/bitumen battery—multiwell: a system or arrangement of tanks or other surface equipment or devices receiving the effluent of one or more wells for the purpose of separation and measurement prior to the delivery to market or other disposition, but not including a custom treating plant, tank farm, oil loading and unloading terminal, or oil sands processing plant.

2 What This Guide Contains

This guide contains information on the EUB's retrospective facility licensing requirements and processes and includes the following retrospective licensing forms with instructions for their completion:

- Schedule 1: Respondent Information
- Schedule 2: Facility Record Confirmation
- Schedule 2a: Working Interest Participants
- Schedule 3: Facility Licensee Correction

These schedules parallel Retrospective Facility Licensing Program screens on the EUB Web site (www.eub.gov.ab.ca).

Throughout the guide, various EUB guides and other documents are referred to. They are available on the EUB's Web site (www.eub.gov.ab.ca) or from Information Services (403) 297-8190.

Although the EUB expects all respondents to submit required information electronically, this guide is meant to assist both electronic and hard (paper) copy submissions. As a result, differing terminology may be used in some sections. Subject to context, the term "record" usually refers to an electronic submission and "form" to a hard copy submission.

3 How to Use This Guide

EUB Facility List

For each operator the EUB has prepared a confidential list of oil, bitumen and gas production facilities that according to EUB records are the responsibility of that operator. The EUB developed this list using its own production reporting data, field inspection data, *Guide 56* approval information, and custom truck terminal information from the Department of Resource Development. The EUB recognizes that some of the information may be out of date and that a number of your facilities may not be listed or may be listed more than once.

The EUB will provide each operator with a hard copy of its facility list by registered mail or courier in the immediate future. A letter accompanying the list will provide you with your unique operator identifier for data digital systems (DDS client ID) and the password to be used to access your own facility list through the EUB's Web site and to submit the required information electronically.

Should you require more than one DDS client ID (to enable multiple persons to provide retrospective facility licensing information to the EUB's Web site at the same time), send an e-mail requesting the issuance of additional IDs to RL@gov.ab.ca.

Operator Review

Operators receiving a list of facilities must review the list and for each facility identified

- advise the EUB that it is a working interest participant in the facility and accepts responsibility for the facility as a licensee and provide the requested information for each such facility, or
- advise the EUB of the name of another working interest participant in the facility that should more appropriately hold the facility licence, or
- advise the EUB that it is not a working interest participant in the facility and provide the name of the current owner of the facility or, if the current owner is unknown, the name of the last known owner of the facility, or
- advise the EUB that the facility does not require a licence and state the reason licensing is not required.

Submitting Information Electronically

You must submit retrospective licensing information electronically unless you have obtained prior approval for hard copy submission from the EUB. To submit the information electronically, you must use your operator DDS identification code and password provided in the EUB's facility list covering letter.

A facility record must contain all required information to be accepted. The EUB will not accept a partially completed record. Should you be unable to fully complete the required record for one or more facilities before the end of the Retrospective Facility Licensing Program, you must submit a request for an extension to the EUB.

Unless an extension is granted, you must submit the required information to the EUB within the 120-day retrospective licensing period, which commences Tuesday, October 24, 2000, and ends Wednesday, February 21, 2001.

Submitting Information in Hard Copy

The EUB may be prepared to accept completed forms in hard copy if an operator demonstrates that electronic record submission will pose an undue hardship. (Direct requests for approval to submit hard copy information to Dan Bartlett, Project Leader, toll-free direct telephone line 310-1148).

If you have received approval for hard copy submission of information, you must submit

- one Schedule 1: Respondent Information with each package of information provided to the EUB;
- a separate Schedule 2: Facility Record Confirmation and Schedule 2a Working Interest Participants (if required) for each facility for which you accept responsibility as licensee, including any facility not identified on the EUB's list; and
- a separate Schedule 3: Facility Licensee Correction for each facility on your list for which you do **not** accept responsibility. Reasons for not accepting responsibility for a facility as the licensee could include a change in ownership, your inability to qualify as a licensee, or another working interest participant being a more appropriate licensee.

Submit your hard copy package to

Alberta Energy and Utilities Board
Attention: Corporate Compliance Group
Retrospective Facility Licensing Program
640 - 5 Avenue SW
Calgary AB T2P 3G4

or by fax to
(403) 297-7168

Each form you submit must contain all required information. The EUB will not accept partially completed forms. Should you be unable to fully complete the required forms for one or more facilities before the end of the Retrospective Facility Licensing Program, you must submit a request for an extension to the EUB.

Unless an extension is granted, you must submit the required information to the EUB within the 120-day retrospective licensing period, which ends Wednesday, February 21, 2001.

Extension of Deadline for Submission of Information

The EUB will be prepared to consider requests for an extension to the date by which all retrospective licensing information is to be submitted when an operator can establish that additional time is required to acquire specific information. The EUB recognizes that the

determination of working interest participation in older and/or inactive facilities may require some investigation. Direct any request for an extension to Dan Bartlett, Project Leader, toll-free direct telephone line 310-1148 or by e-mail to RL@gov.ab.ca.

Amendment of Information Submitted

The EUB is also prepared to accept amendments to records or forms previously submitted. Amendments will be accepted both during the Retrospective Facility Licensing Program and at any time thereafter when a licensee determines information previously submitted is incorrect. There will be no penalties associated with the submission of amended information. Amendments may be submitted through e-mail (RL@gov.ab.ca) or through the Retrospective Facility Licensing Program Help Line (310-1148).

Submitting Information After Program Completion

The EUB recognizes that an operator may become aware of a facility for which it should be the licensee that was not identified during the Retrospective Facility Licensing Program. Information on such facilities should be provided to the EUB as soon as possible after such facilities are identified. Information on such facilities will have to be submitted in hard copy and should be directed to the EUB at the address on the previous page.

The EUB welcomes and appreciates the submission of information on facilities not identified by the EUB through the Retrospective Licensing Program. There will be no penalties associated with the late submission of information on such facilities.

Successor Licensee Submissions

As part of the Retrospective Facility Licensing process, you may receive notice from the EUB that a party previously identified as a facility operator has identified you as a more appropriate licensee or as the current or last known owner of the facility.

If you are notified of this situation by the EUB more than 30 days before the expiry of the Retrospective Facility Licensing Program, you must submit the required facility licensing information before the close of business on Wednesday, February 21, 2001.

If you are notified of this situation by the EUB less than 30 days before the expiry of the Retrospective Facility Licensing Program, you must submit the required facility licensing information within 30 days of such EUB notification.

Help Line

A toll-free direct help line has been established at 310-1148 to answer questions regarding the retrospective facility licensing process. As well, questions can be directed to RL@gov.ab.ca.

For assistance in completing electronic records, an on-line help function is available on the EUB's Web site.

You may direct questions regarding Reclamation Certificates to Jamie Legarie of Alberta Environment at (780) 427-5497. Respondents are reminded they may use the toll-free Alberta RITE line (310-0000) for long-distance calls to government offices.

Be sure that you have read all applicable instructions before contacting the help line.

Enforcement

For the EUB to collect accurate information on facility ownership, it is essential that documentation provided by operators be correct, complete, and submitted in a timely manner. Both industry and government recognize that the acquisition of this information is critical. *The Report and Recommendations of the Orphan Facilities, Pipelines and Reclamation Subcommittee* of the Fund Advisory Committee stated that "there must be substantial consequences for serious delays in filing, failure to report, and for making false or incomplete declarations."

Operators that fail to provide a response for all identified facilities before the close of business on Wednesday, February 21, 2001, or by the date specified in any approved extension will be subject to the enforcement penalties contained within the EUB's Retrospective Facility Licensing Minor Noncompliance Enforcement Ladder, attached to *ID 2000-10*.

4 Issuance of Licences

The EUB will license facilities that if constructed today would require licensing under the October 2000 edition of *Guide 56: Energy Development Application Guide*. These facilities will be licensed regardless of the status of the facility (Approved but not constructed, Operating, Inactive, or Abandoned but unreclaimed).

Pump and compressor stations that have been licensed as installations on oil or gas transmission pipelines are not part of the Retrospective Facility Licensing Program. The EUB will implement a process with pipeline operators to replace their current approvals for such facilities under a pipeline licence with a unique facility licence in the new year.

The EUB will license

- the facility currently located on a site if that facility requires licensing and is the only facility to have existed on the site;
- the facility currently located on a site if that facility requires licensing and if another facility that would also have required licensing previously occupied the site. In these situations the EUB will collect design capacity information on both the current and largest facility to have existed on the site.

- the largest facility to have existed on a site if the current facility does not require licensing (e.g., sweet single-well production site) but a facility that would have required licensing previously occupied the site.

Upon completion of the Retrospective Facility Licensing Program, the EUB will provide you with

- a hard copy list of all facilities licensed in your name, and
- an individual licence for each facility.

When more than one facility is located within a legal subdivision, the licence issued will contain a location exception (LE) number (00, 02, 03, etc.), found before the LSD number, based on the order in which the licence numbers were issued.

You are strongly encouraged to review this material for accuracy and completeness and to advise the EUB Corporate Compliance Group at (403) 297-5146 of any errors within 30 days of receipt of the hard copy list and licences.

5 Responsibility of Respondents

Respondents are responsible for ensuring the accuracy and completeness of all information submitted.

If you retain a consultant to provide retrospective licensing information, you remain fully responsible for the accuracy, completeness, and timeliness of information submitted on your behalf by a consultant.

6 General Information

Unique Facility Identification Number

The EUB has assigned a unique facility identification number to each facility on the operator's list of facilities. At the completion of the Retrospective Facility Licensing Program, this facility identification number will become that facility's licence number and will replace any previous EUB facility approval number.

Facility Design Capacity

Design capacity is defined as the maximum daily volume of primary fluid that a facility is designed to separate, treat, process, measure, store, compress, pump, or otherwise handle as part of its preparation for sale, transfer, or disposal.

The EUB requires facility design capacity information as part of its licensee liability risk assessment and licence transfer application processes. For additional information on corporate-level liability

assessment and licence transfer requirements, refer to *ID 2000-11: Energy Development Licence Transfer Requirements and Monthly Corporate Licensee Liability Rating*, and *Guide 69: Energy Development Licence Transfer*.

Facility design capacity information is required for the facility currently located on a site and, if any larger facility previously existed on the site, for both the current and the largest pre-existing facility that would have required licensing.

For retrospective licensing purposes, facility engineering design capacity is to be provided on a "best efforts" basis, and operators are not required to test facilities to determine design capacity. When engineering design capacity rates are difficult to determine, maximum historical throughputs are an acceptable alternative. Design capacity rates are not required if the facility status is Certified or Exempt or if the facility type is a satellite.

Linked Facilities

In order to derive the operating/inactive status of a facility that does not report production (satellites and some compressor stations), a nonreporting facility will be "linked" to the licensed facility that both accepts a majority of product from the facility and reports production.

Any nonproduction-reporting facility will be considered to have the same operating/inactive status as its linked production-reporting facility.

Linking does not apply to facilities having a status of Approved but not constructed, Abandoned, Certified, or Exempt. Linking does not apply to pump stations and compressor stations on transmission pipelines.

Agents

Non-Alberta resident individuals or companies must appoint an agent to carry out their duties and responsibilities as licensees under the Oil and Gas Conservation Act and the Pipeline Act. Only non-Alberta resident individuals or companies may appoint an agent.

An agent must be resident in Alberta and have an appropriate EUB identification code for the EUB to consider a proposed appointment. The appointment of an agent is not effective unless approved by the EUB. The EUB may approve or refuse to approve the appointment.

If you wish to acquire a facility licence through the Retrospective Facility Licensing process and require the approval of an agent appointment, you must comply with the 120-day Retrospective Facility Licensing period for both activities. For further information on agent appointments, see *ID 2000-7: Licence Eligibility and Qualifications for Potential Licensees and Agents* and *Guide 67: Identification Code and Agent Registration: Application Guide for Potential Licensees*.

Qualifying as a Licensee

In order to hold a facility licence, you must have an EUB identification code that qualifies you to hold such a licence.

If you believe you should be the licensee of a facility and you do not have an appropriate identification code, you must acquire an EUB identification code that qualifies you to hold a facility licence. The EUB will waive the first-time licence fee of $10 000 for current facility and pipeline operators of record. Obtaining the appropriate identification code and the submission of all required facility record and correction forms must occur within the 120-day Retrospective Facility Licensing period.

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Guide 68 – Schedule 1

Respondent Information

Month Day Year

Your File Number _____

The respondent certifies that the information here and in all supporting documents is correct.

A. RESPONDENT INFORMATION

Name _____ EUB Identification Code _____

Contact Person _____
(Last Name) (First Name)

Telephone _____ Facsimile _____

E-mail Address _____

Agent Not Required ☐

Only non-Alberta resident respondents may appoint an agent. Agent appointments must be approved by the EUB to be effective. For further information on the use of agents, see *Interim Directive (ID) 2000-7* and *Guide 67: Identification Code and Agent Registration: Application Guide for Potential Licensees*.

B. AGENT INFORMATION

Name _____ EUB Identification Code _____

Contact Person _____
(Last Name) (First Name)

Telephone _____ Facsimile _____

E-mail Address _____

Schedule 1: Respondent Information—Guide

When to Use Schedule 1

If you are filing electronically, you only have to provide the information requested on Schedule 1 the first time that you access your list of facilities.

If you have EUB approval to submit information in hard copy, you must complete and submit Schedule 1 with each package of hard copy schedules from *Guide 68*.

Date

Enter the date on which you are submitting Schedule 1 to the EUB.

Your File Number (Optional)

Enter your own file number if desired.

A. Respondent Information

Name

Enter the respondent's full legal name.

EUB Identification Code

Enter your assigned EUB identification code.

In order to hold a facility licence, you must have an EUB identification code that qualifies you to hold such a licence. If you do not have an appropriate identification code, you are ineligible to hold a facility licence and must do one of the following before the close of business on Wednesday, February 21, 2001:

- Acquire an EUB identification code that permits the holding of facility licences. The EUB will waive the first-time licensee fee of $10 000 for current facility and pipeline operators of record. Operators choosing this option must still submit all required facility record and correction forms before the close of business, Wednesday, February 21, 2001.

  or

- For each facility on your list, provide the EUB with an electronic record or completed Schedule 3: Facility Licensee Correction, identifying the current or last known owner for each facility in which you no longer hold a working interest or identifying a working interest participant that would be more appropriate to hold the licence.

Contact Person

Enter the name of the person responsible for submitting your Retrospective Facility Licensing information to the EUB. Be aware that when you authorize the contact person to act on your behalf, the EUB will consider the actions and decisions of this individual to be your actions and decisions.

The EUB considers the scope of the contact person's responsibilities to include

- Ensuring your compliance with the requirements of the EUB's Retrospective Facility Licensing Program,

- Addressing EUB queries on all aspects of your Retrospective Facility Licensing activities, and

- Responding to any EUB audits of your Retrospective Facility Licensing activities.

Telephone, Facsimile, E-mail Address

Enter the business telephone number and facsimile number (including area code) of the contact person. If available, enter the contact person's e-mail address.

Agent Not Required

Check this box if an agent is not required.

B. Agent Information

Name

Enter the full legal name of the agent.

EUB Identification Code

Enter the agent's assigned EUB identification code.

Contact Person

Enter the name of the agent's contact person responsible for submitting your Retrospective Facility Licensing information to the EUB. Be aware that when you authorize the agent's contact person to act on your behalf, the EUB will consider the actions and decisions of this individual to be your actions and decisions.

The EUB considers the scope of the contact person's responsibilities to include

- ensuring your compliance with the requirements of the EUB's Retrospective Facility Licensing Program,
- addressing EUB queries on all aspects of your Retrospective Facility Licensing activities, and
- responding to any EUB audits of your Retrospective Facility Licensing activities.

Telephone, Facsimile, E-mail Address

Enter the business telephone number and facsimile number (including area code) of the contact person. If available, enter the agent's contact person's e-mail address.

EUB Alberta Energy and Utilities Board

Guide 68 – Schedule 2

Facility Record Confirmation

Month	Day	Year

Your File Number _____

Respondent's EUB Identification Code _____
The respondent certifies that the information here and in all supporting documents is correct.

A. FACILITY IDENTIFICATION

Facility Name _____

Location Description | LSD | SEC | TWP | RGE | MER |

EUB Unique Facility Identification Number _____

EUB Facility Approval Number _____

EUB Battery/Facility Code _____

B. FACILITY LICENSING REQUIREMENT

Do you accept responsibility for this facility as licensee?

☐ **Yes** ☐ **No** ☐ **Licence not required**

If YES, fill in the remainder of this form and answer the following question.

Are you the sole working interest owner of the facility? ☐ Yes ☐ No

If NO, complete Schedule 2a: Working Interest Participants.

If NO, submit a Schedule 3 for this facility.

IF LICENCE NOT REQUIRED, indicate the reason:

☐ Incorrect legal description (a new record/form must be submitted)

☐ Duplicate record: Correct Facility Identification Number _____

☐ Single-well production site (sweet oil or gas) (licence not required)

☐ Reclaimed (Certified or Exempt)

- If Exempt - abandonment date _____
- If Reclamation Certificate issued - Reclamation Certificate No. _____; and date _____
- If on Crown land - Mineral Surface Lease No. _____

☐ Other: Explain _____

(continued)

C. FACILITY INFORMATION

ALL FACILITIES

1. Facility Category and Type Code _____ Facility Status Code _____

2. Current Design Capacity (production or injection) rates for

   Raw gas _____ 10 m³/day Water _____ m³/day Oil/condensate _____ m³/day Sulphur _____ t/d

AS APPLICABLE

3. If part of an EUB-approved oil sands scheme: Oil Sands Scheme Approval Number _____

4. If facility does not report production: Battery/Facility Code of linked reporting facility _____

5. If more intensive historical facility development: Facility Category and Type Code _____ and

   Maximum Historical Design Capacity (production or injection) rates for

   Raw gas _____ 10 m³/day Water _____ m³/day Oil/condensate _____ m³/day Sulphur _____ t/d

6. If Abandoned: Abandonment date _____

7. If Abandoned and on Crown land: Mineral Surface Lease Number _____

Schedule 2: Facility Record Confirmation—Guide

When to Use Schedule 2

You must provide the information requested on this form for each facility for which you accept responsibility as licensee. As well, submit Schedule 2 information for any facility that was not included on your EUB list of facilities but for which you believe you should be licensee.

Date

Enter the date on which you are submitting this information to the EUB.

Your File Number (Optional)

Enter your own file number if desired.

A. Facility Identification

The EUB has provided facility identification information to assist you in identifying facilities.

The EUB has provided a facility name, site location, and unique facility identification number for all facilities. A battery/facility code has been provided where known, and an EUB facility approval number, if available, where the battery/facility code is unknown.

Facility Name

This field cannot be edited.

If the EUB has a facility name associated with a production injection disposition PID) battery/facility code, that name has been provided.

If a facility does not have a PID-associated name, the EUB has identified the facility with a combination of an internal EUB abbreviation of the operator's name, an abbreviation of the facility type, and its geographic location. The EUB has developed this name solely to assist the operator in identifying facilities for the Retrospective Facility Licensing Program. This name is not an approved facility name under Part 13 of the Oil and Gas Conservation Regulations.

You do not have to provide a facility name when submitting a record for a facility that did not appear on the EUB list of facilities.

Location Description

The legal description of the facility according to EUB records has been provided. For additional information on location descriptions, see *Guide 56, Appendix 7,* Unique Facility Identifier.

To prevent confusion with multiple facilities having the same or similar location descriptions, this field cannot be edited electronically. Hard copy submissions must record the location description exactly as stated on the facility list provided EUB.

If the legal description is incorrect, you must indicate an "Incorrect Legal Description" on the incorrect record or form and submit a new record or form with the correct legal description.

EUB Unique Facility Identification Number

The EUB has assigned a unique identification number to each facility. You must include this number when corresponding with the EUB regarding this facility during the Retrospective Licensing Program This field cannot be edited electronically. Hard copy submissions must record the unique facility identification number exactly as stated on the facility list provided EUB.

The EUB will assign a unique facility identification number to new records or hard copy submissions for facilities that were not included on the initial list of facilities provided by the EUB.

EUB Facility Approval Number

If a facility has received a *Guide 56* facility approval number, that approval number is provided.

If this field is empty and the approval number assigned the facility is known, enter that number (optional).

EUB Battery/Facility Code

If the EUB has assigned a battery or facility code to the facility for production reporting purposes, it has been provided.

If this field is empty and the facility does report production, enter the battery/facility code assigned to the facility. A gas-gathering system code should be specified for a compressor station that is the main site for the gas-gathering system.

If this field is empty and the facility does **not** report production, leave it empty. The battery/facility code of the facility that receives a majority of product from this facility and does report production (its linked facility) is to be provided in the electronic record or in Section C: Facility Information on the hard copy form.

B. Facility Licensing Requirement

Your responses in this section determine what information and forms you must submit to the EUB.

Do you accept responsibility for this facility as licensee?

Enter an X in the appropriate box.

If **YES**, you must provide the specific information requested for this facility, advise whether you are the sole working interest owner, and provide required working interest information (Schedules 2 and 2a for hard copy submissions).

If **NO**, you must provide information on the current or last known owner of the facility or on a working interest participant that is a more appropriate licensee for the facility. (Schedule 3: Facility Licensee Correction for hard copy submissions).

If **LICENCE NOT REQUIRED**, check the appropriate box to explain why this facility is not subject to the Retrospective Facility Licensing Program.

Possible reasons for a licence not being required are

- Incorrect legal description—You must submit a second record/form with the correct legal description and all required information.
- Duplicate record - If a single facility has been identified on the list of facilities more than once, you must submit a record/form for each duplicate, indicating that it is a duplicate and providing the unique facility identification number of the correct facility. Enter the correct facility identification number here.
- Single-well production site – If a facility meets the criteria specified for this facility type, a separate facility licence is not required. On-site facilities will be administered through their associated well licence.
- Reclaimed (Certified or Exempt) – If a facility has been reclaimed (Certified or Exempt), it will not be licensed. The EUB will collect limited information on such sites at the request of Alberta Environment. You are required to provide the information specified in the three bulleted points on the form
- other—You must identify any other reason why you believe the facility does not require licensing.

If a licence is not required for any of the other reasons provided, you do not have to complete C: Facility Information.

C. Facility Information

If you accept responsibility for this facility as licensee, you must provide all applicable information in this section.

ALL FACILITIES

1 Facility Category and Type Code Enter the facility category and type code that best describes the facility according to Table 1 on page 2 of this guide.

Facility Status Code Enter the facility status code corresponding to the current status of the facility according to the following list. Note that a nonproduction-reporting facility will have the same operating/inactive status as the production- reporting facility to which it is linked.

Code	Description
AP	**Approved but not constructed**
OP	**Operating** – production/injection within the last 12 months
IN	**Inactive** – Any facility that has not reported throughput for the previous 12 months but is not abandoned or reclaimed (Certified or Exempt)
AB	**Abandoned** – Any facility that has been abandoned but is yet to receive a reclamation certificate
CE	**Certified** – Any facility that has been abandoned and has received a reclamation certificate
EX	**Exempt** – Any facility that has been abandoned but does not require a reclamation certificate (i.e., facilities in the White Area abandoned prior to June 1, 1963, and facilities in the Green Area abandoned prior to August 15, 1978)

2	**Current Design Capacity (Production or Injection) Rates**	Enter the engineering design capacity for production or injection for the designated substances of the current facility. If not applicable for a particular substance, enter zero. Design capacity rates are not required if the facility status is Certified or Exempt or if the facility type is a satellite.

AS APPLICABLE

3.	**If part of an EUB-approved oil sands scheme**	Enter the EUB oil sands scheme approval number with which this facility is associated.
4.	**If facility does not report production**	Enter the Battery/Facility code of the licensed facility that receives a majority of product from this facility and reports production (its linked facility).
5.	**If more intensive historical facility development**	If a facility that would have required a licence and that had a larger design capacity than the current facility previously existed on this site, enter the facility category and type of the largest facility. Facility category and type codes are in Table 1 of this guide. Enter the maximum historical design capacity rates for production or injection of the designated substances for the largest facility to have existed on this site. If not applicable for a particular substance, enter zero. Design capacity rates are not required if the facility status is Certified or Exempt or if the facility type is a satellite.
6.	**If Abandoned**	Enter the date on which this facility was abandoned.
7.	**If Abandoned and on Crown land**	Enter the Mineral Surface Lease (MSL) number assigned for the facility site.

EUB Alberta Energy and Utilities Board

Guide 68 – Schedule 2a

Working Interest Participants

Month	Day	Year

Your File Number _____

Respondent's EUB Identification Code _____

Unique Facility Identification Number _____

The respondent certifies that the information here and in all supporting documents is correct.

Working Interest Participants

Participant	EUB Identification Code	Working Interest %

Schedule 2a: Working Interest Participants—Guide

Date	Enter the date on which you are submitting this information to the EUB.
Your File Number (Optional)	Enter your own file number if desired.
Respondent's EUB Identification Code	Enter your EUB identification code.
Unique Facility Identification Number	Enter the unique facility identification number assigned to this facility by the EUB.
Participant	Enter the full legal name of each working interest participant who shares ownership in the facility.
EUB Identification Codes	Where known, enter the EUB identification code for each working interest participant.
Working Interest Percentage	Enter the percentage ownership that each participant has in the facility. Working interest participation should total 100 per cent.

EUB Alberta Energy and Utilities Board

Guide 68 – Schedule 3

Facility Licensee Correction

Month Day Year

Your File Number _____

Respondent's EUB Identification Code _____
The respondent certifies that the information here and in all supporting documents is correct.

A. FACILITY IDENTIFICATION

Facility Name _____

Location Description LSD SEC TWP RGE MER

EUB Unique Facility Identification Number _____

EUB Facility Approval Number _____

EUB Battery/Facility Code _____

COMPLETE ONLY SECTION B OR SECTION C

B. CURRENT OWNER OR LAST KNOWN OWNER IDENTIFICATION

If you are not a working interest owner in this facility, provide the following information on the current or last known owner of the facility:

☐ Current Facility Owner ☐ Last Known Facility Owner

Name _____ EUB Identification Code _____

Address _____

_____

Telephone _____ Facsimile _____

Contact Person _____
(Last Name) (First Name)

E-mail Address _____ Telephone _____

Facsimile _____

C. MORE APPROPRIATE LICENSEE

If you are a working interest owner in this facility but believe the licence should more appropriately be held by another working interest participant in the facility, provide the following information for that party:

Name _____ EUB Identification Code _____

Address _____

_____

Telephone _____ Facsimile _____

Contact Person _____
(Last Name) (First Name)

E-mail Address _____ Telephone _____

Facsimile _____

Schedule 3: Facility Licensee Correction—Guide

Facility Ownership

If you do not believe that you should be the licensee of a facility for which you have been identified as the operator, provide the EUB with an electronic record or a completed Schedule 3: Facility Licensee Correction, identifying **either**

- the name of the current facility owner or, if the current owner is unknown, the name of the last known owner,

  or

- the name of a working interest participant that is a more appropriate licensee for the facility.

If there is a disagreement regarding facility ownership, the EUB will request documentation from affected parties and conduct its own assessment. On the basis of this assessment, the EUB will identify a party that qualifies to be the facility licensee and will designate that party to be the facility licensee.

Date — Enter the date on which you are submitting this information to the EUB.

Your File Number (Optional) — Enter your own file number if desired.

Respondent's EUB Identification Code — Enter your EUB identification code.

A. Facility Identification

For electronic filers, the information requested in A: Facility Identification will already be entered for each facility that appeared on your facility list.

If you are allowed to submit hard copy forms, enter the following information on Schedule 3.

Facility Name — Enter the name of the facility exactly as provided on the EUB's list of facilities.

Location Description — Enter the legal description of the facility exactly as provided on the EUB's list of facilities.

EUB Unique Facility Identification Number — Enter the unique facility identification number assigned to the facility exactly as provided on the EUB's list of facilities.

EUB Facility Approval Number — If provided, enter the approval number assigned to the facility exactly as on the EUB's list of facilities.

EUB Battery/Facility Code — If provided, enter the battery/facility code assigned to the facility exactly as on the EUB's list of facilities.

B. Current or Last Known Owner Identification

Complete this section only if you do not have a working interest in the facility.

If you do not have a working interest in this facility, you must provide the following information on the current or last known owner of the facility.

Current Facility Owner or Last Known Facility Owner

Enter an X in the box to indicate if you are providing information on the current facility owner or on the last known facility owner.

Name

Enter the full legal name of the current or last known facility owner.

EUB Identification Code

If known, enter the EUB identification code of the current or last known owner.

Address

Enter the full mailing address of the current or last known owner. If you have entered the EUB identification code of the current or last known owner, a mailing address is not required.

Telephone and Facsimile Number

Enter the telephone number and facsimile number (including area code) of the current or last known owner.

Contact Person

Enter the name of a contact person for the current or last known owner, if available.

Telephone, Facsimile, E-mail Address

Enter the telephone number and facsimile number (including area code) of the current or last known owner's contact person. If available, enter the contact person's e-mail address.

C. More Appropriate Licensee

Complete this section only if you have a working interest in the facility.

If you are a working interest participant in the facility but believe that a different working interest participant in the facility should more appropriately be the licensee of the facility, you must provide the following information.

If you identify a more appropriate licensee, the EUB expects that you have contacted that party and that both you and the more appropriate licensee are in agreement about which party will become the licensee.

Name

Enter the full legal name of the working interest participant that should more appropriately hold the licence for the facility.

EUB Identification Code

If known, enter the EUB identification code of the more appropriate licensee.

Address

Enter the full mailing address of the more appropriate licensee. If you have entered the EUB identification code of the more appropriate licensee, a mailing address is not required.

Telephone and Facsimile Numbers	Enter the telephone number and facsimile number (including area code) of the more appropriate licensee.
Contact Person	Enter the full name of a contact person for the more appropriate licensee, if available.
Telephone, Facsimile, E-mail Address	Enter the telephone number and facsimile number (including area code) of the more appropriate licensee's contact person. If available, enter the contact person's e-mail address.